

23 September 1966

MEMORANDUM FOR: Chief, Benefits and Services Division, OP

THRU : Chief, Central Processing Branch, OP

SUBJECT : Relocation of the Personal Property Section, CPB/OP

1. It is requested that 6, 2-drawer desk type safes be ordered from the Office of Logistics for the Personal Property Section, CPB. This equipment is essential due to the limited amount of space allocated to this section in Room GF-44 and it is necessary that maximum utilization of the available space be made. It is anticipated that the use of desk type safes will allow the reduction of at least 2 and possibly 3 Remington Rand 4-drawer combination safes which utilize considerable space. Consideration should also be given to making GF-44 a security type vaulted area in order that the more efficient and modern open type filing equipment may be utilized which requires considerably less space. Should it be found feasible to make GF-44 a vaulted area, the desk type safes would not be required.

2. It is also requested that one external speaker be added to the phone system of the Chief, Personal Property Section on an experimental basis. This request is based on the combined loss of almost three man-hours per day waiting on this end of the phone while our contacts research information for us. Due to the tremendous number of calls received by this office and by our current contacts, it is not feasible to ask them to research the information and return our call. We have found that by holding the line we are able to get our information in approximately 5 to 30 minutes but by asking them to return our call it takes days and often requires several additional calls to remind them that we are still waiting. A recent case required 13 calls and approximately 30 minutes to reach our cleared source at Cameron Station. Should the use of the external speaker prove to be a time saver and barring any unforeseen security problems, 2 additional speakers will be requested for the inbound and outbound clerks. Inasmuch as our moving date is gradually creeping up, your prompt approval is requested.


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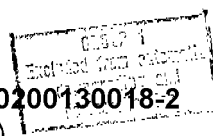

Chief, Personal Property Section, CPB/OP

Distribution:

Orig & 1 - addressee
1 - OP/BSB/CPB

Approved For Release 2001/05/03 : CIA-RDP84-00688R000130018-2

OP/BSB/CPB/FPS: :bas/5263 (23 September 1966)



Space

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Approved For Release 2001/05/03 : CIA-RDP84-00688R000200130018-2

USE ONLY

CONFIDENTIAL-2

☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Relocation of the Personal Property Section/CPB/OP

FROM:

Chief, Personal Property Section, OP

EXTENSION

5263

NO.

DATE

23 September 1966

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. THRU:

C/Central Processing Br., OP

28/9/66

B8

I concur.

2. Do/BSD/OP

C/BSD/OP

9/29

9/29

2/11

QW

3.

4.

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6.

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8.

9.

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11.

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14.

15.

I don't think we have a shot of a chance to make GF44 a success. At any rate, will you carry action on this @ [REDACTED] to see what is feasible and what we have to do.

- Ben

ILLEGIB

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FORM 3-62

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USE PREVIOUS EDITIONS

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INTERNAL USE ONLY

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6 OCT 1966

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Equipment Request -- Personal Property Section

REFERENCE : Memo to C/BSD/OP fr C/PPS, CPB/OP dtd 23 Sep 66,
Subject: Relocation of the Personal Property
Section, CPB/OP

1. We have carefully reviewed referenced memorandum requesting two-drawer desk-type safes (or a vault area in lieu thereof), modern open type filing equipment if a vault is authorized, and an external speaker for the telephone system.

2. Our response to this request must of necessity be negative at this time. As you know, the creation of additional vault space is only authorized when no other method of conducting business is feasible. We do not feel that the request of the Personal Property Section (PPS) for a vaulted area falls in this unique category. Also, if the necessity for a vault for PPS was approved, we would not have the funds in either FY 1967 or FY 1968 to purchase open shelf filing equipment.

3. Two-drawer desk-type safes are in very short supply at the present time. The Office of Personnel components that now utilize this type of desk-type safe ordered them, in almost all instances, prior to our move from Curie Hall to the Headquarters Building. The few safes of the type in OP that will be available as a result of constructing a vault for the "Skills Bank" must be returned to the Office of Logistics to offset the costs incident to constructing the vault and reorganizing space for OP components on the 5th floor.

4. The external speaker for the telephone system is an item that the Agency telephone section does not want to handle because of greatly increased costs. Also, many components of the Agency would be interested probably in obtaining such elaborate telephone equipment and Logistics is reluctant to authorize one component to have such equipment and deny its use to another component where it might be equally desirable but not essential.

5. We have just received a memorandum from the Executive Director-Comptroller which states clearly that we are to hold all construction, travel, and purchasing costs to the minimum and defer wherever possible

expenditures of funds for such activities. In light of the above, I do not feel that it is practical nor in keeping with the spirit of the times to request any equipment or construction at this time for PPS.



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Executive Officer
Office of Personnel

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DD/Pers:

14 JUL 1965

1. Attached is our response to the memorandum from the Director of Logistics in which he recommends relocation of the Central Processing Branch to the Rosslyn area. I would like to add the following comments:

a. In the attachment to the memorandum from the Director of Logistics, Dr. Tietjen states that the room that we were hoping to use for the new personnel is often overflowing. I did not wish to comment on this in my memorandum but may I invite your attention to the attached headcount prepared by [REDACTED] on the basis of his inspection of the use of this testing space. You will note that based on our observation of the use of this testing space, the room has never been overflowing nor has it been fully occupied. Consequently, I think we have been "had" with respect to that testing space but I believe Dr. Tietjen would be quite upset if he knew we were running a little survey on the occupancy rate of one of his offices.

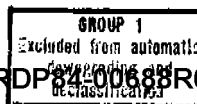
b. In view of the change in D/OL, is it not possible that George Meloon might not share Alan's point of view. If so, you may wish to check George to see if the Logistics position we are now studying represents his own thinking.

c. We have recommended in our paper that comments be obtained from the DD/P, the Office of Communications, and the Director of Finance. Again, may we remind you that Col. White has on two separate occasions indicated that he was not enthusiastic about any relocation of CPB from this building. Thus, it may be more appropriate to raise the issue now directly with Col. White before we secure a position of the DDP and others, but I leave this to your judgment. I don't think there is too much of a risk in inviting comments from these other components. Unless we are quite wrong, we feel that DD/P particularly will oppose any relocation of CPB to another area which will increase the traveling time of DDP travelers. It is for this reason that the only recommendation we have set forth in our paper is that of obtaining comments from other offices.

d. The reference to the OSA travel unit and incorporating it into this problem of merging functions is in our judgment an affront to the good record and hard work of our Central Processing Branch personnel. I think we all know that the OSA travel service was set up originally to accommodate the immediate O/DCI travelers and others associated with the old AQUATONE project. That unit will, of course, assist other travelers but our experience has shown that senior personnel will use the OSA travel service because [REDACTED] will extend

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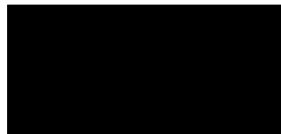
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himself and render many personal services that could not possibly be rendered across the board for all Agency travelers. They have a flexibility of action that CPB does not have but at the same time we seriously question whether that unit is fulfilling all of the travel requirements. Again, this is not the type of observation that should be included in any official analysis or exchange of correspondence within the Agency because it is a particularly sensitive matter.

2. If you approve our recommendation, attached are drafts of memos to the DD/P, the Director of Communications, and the Director of Finance. To these we will attach the original recommendation from the Director of Logistics, D/Pers' answer, and the latest memorandum from the Director of Logistics.



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C/BSD

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